Prompt log

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## **Summarize action items in meeting notes**

### Initial prompt

| Summarize the following notes:  Meeting Notes  Funding update  - $5,000 grant received  - Still need $10,000 more to fund scheduled projects  - Donation campaign is beginning in two weeks (emailing past donors)  - Action item (Mandy): Send an email to request donations  Educational outreach programs  - Complete preparations for upcoming course  - 35 students registered for course, but we only have 20 computers  - Action item (Luis): Determine how to organize course with limited computer resources  Monthly spotlight  - This month's spotlight: Being a good digital citizen  - Speaker canceled, need new speaker for event  - Action item (Jessica): Contact partner organizations and arrange a speaker |
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### Evaluation of initial output

| The output is factually accurate, relevant, and sufficient for the task. All the information in the output is true and there is no unnecessary information. The output also includes all the important information that is needed to satisfy the requirements of the task.  The output effectively summarizes the key points from the meeting notes. It covers the funding update, educational outreach programs, and monthly spotlight, accurately conveying the main points and action items. |
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### Revised prompt

| Summarize the key points and action items from the meeting notes, focusing on the financial situation and educational outreach programs. Prioritize the most urgent tasks and suggest potential solutions for the challenges identified. Consider the limited budget and computer resources when proposing solutions.  Meeting Notes  Funding update  - $5,000 grant received  - Still need $10,000 more to fund scheduled projects  - Donation campaign is beginning in two weeks (emailing past donors)  - Action item (Mandy): Send an email to request donations  Educational outreach programs  - Complete preparations for upcoming course  - 35 students registered for course, but we only have 20 computers  - Action item (Luis): Determine how to organize course with limited computer resources  Monthly spotlight  - This month's spotlight: Being a good digital citizen  - Speaker canceled, need new speaker for event  - Action item (Jessica): Contact partner organizations and arrange a speaker |
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### Description of revised prompt

| **Prompt Revision:**  I revised the prompt to focus on the financial situation and educational outreach programs, which were identified as areas of interest. I also added specific instructions to prioritize tasks and suggest potential solutions within the given constraints. By providing more context and direction, I aimed to elicit a summary that was even more relevant and informative. Additionally, I emphasized the importance of considering the limited budget and computer resources when proposing solutions to ensure practical and feasible recommendations. |
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## **Edit an email requesting donations**

### Initial prompt

| Edit the following email:  Dear [Recipient Name],  We are very thankful for all of your recent contributions to our organization and know that with your help, we can continue to pursue our mission of providing accessible computer literacy programs to underserved communities. Through our initiatives, we empower our students to gain essential digital skills, access new educational opportunities, and prepare for in-demand jobs.  We are reaching out to request further donations, which will be used for a variety of purposes, including upgrading our equipment, expanding our course offerings, and planning special events with keynote speakers.  Because every contribution no matter the size makes a difference in the lives of our students, please consider making a donation today. We can assure you that our students will benefit, and their skills will grow as a result of your generous support.  Thank you for your time and consideration.  Sincerely,  Mandy |
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### Evaluation of initial output

| The summary effectively addresses the key points and action items related to the financial situation and educational outreach programs. It prioritizes tasks and suggests potential solutions, considering the limited budget and computer resources. However, the summary could be further strengthened by: |
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### Revised prompt

| Imagine you are the development director of a nonprofit organization that provides computer literacy programs to underserved communities. You are tasked with writing a concise and persuasive email to request donations. The email should highlight the impact of the donations on the students and the organization's goals. Consider the limited budget and resources and emphasize the urgency of the need for funding.  Dear [Recipient Name],  We are very thankful for all of your recent contributions to our organization and know that with your help, we can continue to pursue our mission of providing accessible computer literacy programs to underserved communities. Through our initiatives, we empower our students to gain essential digital skills, access new educational opportunities, and prepare for in-demand jobs.  We are reaching out to request further donations, which will be used for a variety of purposes, including upgrading our equipment, expanding our course offerings, and planning special events with keynote speakers.  Because every contribution no matter the size makes a difference in the lives of our students, please consider making a donation today. We can assure you that our students will benefit, and their skills will grow as a result of your generous support.  Thank you for your time and consideration.  Sincerely,  Mandy |
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### Description of revised prompt

| This revised prompt provides more context by defining the role of the writer as the development director of a nonprofit organization. It also specifies the goal of the email, which is to request donations in a concise and persuasive manner. By emphasizing the impact of the donations and the urgency of the need for funding, the prompt aims to elicit a more compelling and effective email draft. |
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## **Solve a problem about educational resources**

### Initial prompt

| Help us plan a computer literacy course for 35 students. |
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### Evaluation of initial output

| The provided response effectively outlines a computer literacy course curriculum and considerations for implementation. However, it could be further strengthened by:   1. **Addressing the specific challenge of limited computers:** While the response mentions the need to accommodate 35 students with only 20 computers, it doesn't provide concrete solutions. 2. **Exploring alternative teaching methods:** In addition to hands-on activities, consider incorporating online resources, simulations, and group discussions to maximize learning without requiring individual computer access for every student. 3. **Prioritizing essential skills:** Given the limited time and resources, it's important to prioritize the most essential computer skills that students will need for future education and career opportunities. |
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### Revised prompt

| Develop a computer literacy course curriculum for 35 students, considering that there are only 20 computers available. The course should be two hours per week and focus on essential skills that will benefit students in their future education and career opportunities. Prioritize hands-on activities and explore alternative teaching methods that minimize the need for individual computer access. |
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### Description of revised prompt

| I revised the prompt to focus on the specific challenge of limited computers and emphasize the need to prioritize essential skills. I also incorporated guidance on using hands-on activities and alternative teaching methods to ensure the course can be effectively delivered with the available resources. By providing more context and direction, I aimed to elicit a curriculum that is better suited to the given constraints and can still meet the learning objectives of the students. |
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